



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

May 24, 2008

Mr. Gary Lawson, Executive Director
West Covina Chamber of Commerce
811 South Sunset Avenue
West Covina, CA 91790

Dear Mr. Lawson:

RE: **FINAL MONITORING VISIT REPORT** for West Covina Chamber of Commerce – ET06-0242

Date of the Visit:	05/24/08
Beginning/Ending Time:	09:00 a.m. – 12:00 p.m.
Date of Last Visit:	10/20/07
Visit Location:	West Covina
Persons in attendance:	Gary Lawson, Executive Director, West Covina Chamber of Commerce Karah Shaw, Professional Development Coordinator, West Covina Chamber of Commerce Elsa Wadzinski, Project Analyst, Employment Training Panel
Action Required:	No

Term of Agreement:	02/07/06 – 02/06/08	Agreement Amount:	\$415,669
Training Start Date:	02/20/06	No. to Retain:	149
Date Training must be Completed:	11/05/07	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	85

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

The Agreement was executed on February 23, 2006 and training began on February 20, 2006. Your project staff reported that all ETP training was completed on November 5, 2007, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – February 6, 2008.

There were five revision requests during the term of this Agreement. ETP approved Agreement Amendment No. 1, to revise training locations, CBT requirements and the curriculum, which was executed on August 4, 2006. Revision 2 requested to increase funds, and was denied on September 13, 2006, as premature. Revision 3 was a technical correction submitted by ETP on 10/31/06, to correct formatting in the curriculum. Revision 4, executed on April 10, 2007, was a technical correction that moved all Job 2 monies to Job 1. Finally, Amendment 5, executed May 14, 2007, added \$215,460 for a second Phase of training (Job 3).

According to Ms Shaw, 441 of an estimated 359 trainees on Chart 1, Exhibit A of the Agreement, will complete the minimum number of training hours required (24 hours) for reimbursement and complete the 90-day retention period. The total hours provided to trainees who met the required minimum in Job 1 are 12,200 and in Job 3 are 5,709 (Job 2 was deleted per Revision 4). Based on this information, West Covina Chamber of Commerce would earn approximately \$303,667 (73%) of the total ETP Agreement amount, assuming all other Agreement requirements are met. Since you have been paid \$297,114.75 to date, you will receive an additional \$6552.25 in funding if the anticipated number to retain is verified during the final fiscal closeout.

Ms. Shaw stated that, West Covina Chamber of Commerce has been able to provide participating employers with quality training in Business Skills, Manufacturing Skills, Management Skills, Computer Skills, Advanced Technology and Computer Based training. She stated that the feedback from participating employers indicated that the ETP funded training has helped these employers become more efficient, productive and competitive, which will allow them to continue to provide employment in California.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that upon approval of the ETP Agreement, you were able to begin training. The Analyst asked project staff if ETP's websites are user-friendly, and if it was easy to learn the systems and enter data. Ms. Shaw responded that the systems were user friendly, but she would like to see more options added into the tracking system for maximum efficiency. In closing, Ms. Shaw added that the ETP staff provided good support throughout the Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Reten.)	Number of Trainees Completed Retention
1	160	322	40	282	282	282
3	210	175	0	171	171	171
Totals:		497	40	453	453	453

ATTENDANCE ROSTERS:

The Analyst reviewed attendance records of nine Job 1 trainees and 37 Job 3 trainees billed on Invoices 32 through 57. The review of the Class/Lab Rosters revealed that the Rosters are being completed correctly and meet ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to trainee for Advanced Technology training and one trainer to 20 retrainees for all other Class/Lab training as specified in the Agreement Training Plan.

Your project staff was advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442)]

AUDIT:

West Covina Chamber of Commerce will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Dolores Kendrick, Manager
North Hollywood, Regional Office

Elsa Wadzinski, Contract Analyst
North Hollywood, Regional Office

cc: Karah Shaw, Professional Development Coordinator (via E-Mail)
West Covina Chamber of Commerce

Brian McMahon, Executive Director
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor _____